

~~SECRET~~  
Classification

25X1

REPORTS INVENTORY					CONTROL NO. DDS/OF-071		
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (if a fill-in report include Form No.) <div style="border: 1px solid black; height: 20px; width: 250px;"></div>					2. TYPE OF REPORT <div style="display: flex; border: 1px solid black;"> <div style="border-right: 1px solid black; padding: 2px; text-align: center;">X</div> <div style="padding: 2px;">STATISTICAL</div> </div> <div style="display: flex; border: 1px solid black;"> <div style="border-right: 1px solid black; padding: 2px; text-align: center;"></div> <div style="padding: 2px;">NARRATIVE</div> </div> <div style="display: flex; border: 1px solid black;"> <div style="border-right: 1px solid black; padding: 2px; text-align: center;"></div> <div style="padding: 2px;">MACHINE-NAME LISTING</div> </div>		
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL OTHER (specify)	
		LOGISTICS		SECURITY			
		MEDICAL		X FINANCE			
4. NO. OF COPIES PREPARED  1		5. FREQUENCY (weekly, monthly, quarterly, etc.)  Quarterly			6. DISTRIBUTION (No. of components not number of copies)  1		
7. FORMAT (memorandum, form computer print-out, etc)  Form		8. ADP PROCESSING <div style="display: flex; border: 1px solid black;"> <div style="border-right: 1px solid black; padding: 2px; text-align: center;">X</div> <div style="padding: 2px;">NO</div> </div> IF YES GIVE ADP PROCESSING NO.			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
10. PREPARING COMPONENT (include lowest level contributing information to report)  Field Operations Branch, Monetary Division				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X TIMES PREPARED = COST PER YEAR	
GS-07	\$3.89		6	=	\$23.34	X 4 = \$93.36	
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR						\$ 93.36	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  Director of Finance Requirement							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <div style="display: flex; border: 1px solid black;"> <div style="border-right: 1px solid black; padding: 2px; text-align: center;">X</div> <div style="padding: 2px;">RETAIN AS IS</div> <div style="border: 1px solid black; width: 30px; height: 15px; margin: 0 5px;"></div> <div style="padding: 2px;">OTHER (explain)</div> </div> <div style="display: flex; border: 1px solid black;"> <div style="border-right: 1px solid black; padding: 2px; text-align: center;"></div> <div style="padding: 2px;">CHANGE</div> </div> <div style="display: flex; border: 1px solid black;"> <div style="border-right: 1px solid black; padding: 2px; text-align: center;"></div> <div style="padding: 2px;">DISCONTINUE</div> </div>					ESTIMATED SAVINGS		
					MAN-HOURS		DOLLARS
					-0-		-0-
					-0-		-0-
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION			18. EXTENSION		

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